



CONSTITUTION AND RULES

NAME

1. The society will be named the Southern African Society for Veterinary Epidemiology and Preventive Medicine (referred to as SASVEPM or 'the Society' in the remainder of this document).

OBJECTIVES

2. The objectives of the Society will be to promote veterinary epidemiology and preventive medicine.

MEMBERSHIP

3. Membership will be open to persons either actively engaged or interested in veterinary epidemiology and preventive medicine.
4. *Membership is conditional on attendance of either a SASVEPM Annual Congress or any SASVEPM-organised workshop or training event at least once within the past 5 years. Online or in-person attendance are equally acceptable. Additionally, the SASVEPM Executive Committee may grant lifetime membership status to members considered deserving.*
5. *A member is considered to have resigned from the Society if 5 years pass without attending either a SASVEPM Annual Congress or any SASVEPM-organised workshop or training event. Members may also leave the Society at any time by submitting written notice of resignation to the SASVEPM Secretary.*

OFFICERS OF THE SOCIETY

6. The Officers of the Society will be President, Vice-President, Secretary and Treasurer.

COMMITTEE

7. The Executive Committee of the Society normally will comprise the officers of the Society and not more than two elected members. However, the Committee will have powers of co-option. The two elected members will be responsible for the "Communications" and "Training & Capacity Building" portfolios.
8. The Executive Committee will consist of at least three people who are not connected in relation to each other and who undertake the fiduciary responsibility for the organisation.

9. Should any member of the Executive Committee be no longer capable of, or willing to perform the duties required of them by the Executive Committee, for whatever reason, and if the majority of the remaining members of the Executive Committee are in agreement, then that member can be asked by the remaining members of the committee to vacate their office of portfolio. If the member of the Executive Committee asked to vacate his or her post is in disagreement with the rest of the Executive's decision in this matter, then he or she will be entitled to request the President to call a special meeting of all society members within 21 days of having received notice to stand down and the matter will then be decided by a 2/3 majority vote at the special meeting.
10. In the event of a portfolio in the Executive Committee becoming vacant, the Executive Committee may decide at their own discretion how the portfolio can be temporarily filled until the next Annual General Meeting (AGM) when a new candidate can be elected.
11. The decision-making powers of the Society are controlled by the Executive Committee on recommendations made by members at the AGM.

ELECTION

12. The election of office bearers and ordinary committee members will take place at the Annual General Meeting. Members of the Executive Committee will be elected for a term of two years. Not more than half of the committee members (3) will be eligible for election at each AGM. Retiring members of the Executive Committee will be eligible for re-election; however, no member may serve for a continuous period of more than six years after which they will not be eligible for election for at least one year. Members of the Society will receive nomination forms with notification of the Annual General Meeting. Completed nomination forms, including the signatures of a proposer, seconder, and the nominee, will be returned to the Secretary at least 7 days before the date of the Annual General Meeting. Unless a nomination is unopposed, election will be by secret ballot at the Annual General Meeting. Only in the event of there being no nomination for any vacant post will the Chairperson take nominations at the Annual General Meeting. Tellers will be appointed by unanimous agreement of the Annual General Meeting.

FINANCE

13. The Society's funding will be obtained through an annual membership fee and funding will not be obtained other than through this method although appropriation from the government, a provincial administration or a municipality may occur.
14. The Treasurer will receive, for the use of the Society, all monies payable to it and from such monies will pay all sums payable by the Society. He will keep account of all such receipts and payments in a manner directed by the Executive Committee. All monies received by the Society will be paid into such a bank as may be decided by the Executive Committee of the Society and in the name of the Society. All cheques will be signed by the Treasurer and either the President or the Secretary.
15. An external auditor will be appointed annually by members at the Annual General Meeting. The audited accounts and balance sheet will be circulated to members with the notice concerning the Annual General Meeting and will be presented to the meeting.
16. The Society will not directly distribute any of its funds or assets to any person or organisation except for when this is done to further the Society's objectives.
17. The Society will utilise its funds for the sole purpose of furthering its objectives.
18. No member of the Society nor its Executive shall have any personal or private financial interest in the Society.
19. Although sponsorship of funds to individual members for furtherance of their education may occur this is only done with the purpose of furthering the objectives of the society as a whole through increasing of the

knowledge base within the Society. When sponsorship of individuals is made it is only on the recommendation of members as discussed at the AGM.

20. The Society shall not have any share or interest in any business, profession, or occupation of any of its members.
21. The Society will not directly or indirectly promote the economic self-interest of any fiduciary or employee other than by way of reasonable remuneration.
22. No excessive remuneration will be paid to any member of the Executive, member of the Society or any other person associated with an activity of the Society. This is taking into consideration what is reasonable remuneration within the Veterinary and Para-Veterinary sector and also considers that it will not benefit any person in a manner which is not consistent with the Society's objectives.
23. Should the Society wind up or liquidate or should it have its tax exemption be withdrawn it will transfer its remaining assets after the satisfaction of its liabilities within 6 months to one or more of the following entities:
 - a. Another entity with similar objectives and which is approved in terms of section 10(1)(d)(iii or iv) of the Income Tax Act, 1962;
 - b. A public benefit organisation approved in terms of section 30 of the Act;
 - c. Any institution, board or body approved in terms of section 10(1)(cA)(i) of the Act; or
 - d. Any department of State or administration in the national or provincial or local sphere of government of the Republic, contemplated in Section 10(1)(a) or (b) of the Act, which is required to use those assets solely for purposes of carrying on one or more public benefit activities.
24. The Society is and will not be knowingly become a party to and does not and will not knowingly become a party to and does not and will not knowingly permit itself to be used as part of, an impermissible avoidance arrangement contemplated in Part IIA of Chapter III of the Income Tax Act, 1962, or a transaction, operation or scheme as contemplated in section 103(5) of that Act.

MEETINGS

25. Ordinary general meetings of the Society will be held at such a time as the Executive Committee may decide on the recommendations of members. The Annual General Meeting will be held in conjunction with an ordinary general meeting.
26. All meetings will be convened by notice at least 21 days before the meeting.
27. The President will preside at all general and executive meetings or, in his absence, the Vice-President or, in his absence, the Secretary or, in his absence, the Treasurer. Failing any of these, the members present will elect one of their number to preside as Chairperson.
28. The conduct of all business transacted will be under the control of the Chairperson, to whom all remarks must be addressed and whose ruling on a point of order, or on the admissibility of an explanation, will be final and will not be open to discussion at the meeting at which it is delivered. However, this rule will not preclude any member from raising any question upon the ruling of the Chair by notice of motion.
29. In case of an equal division of votes, the Chairperson of the meeting will have a second and casting vote.

GUESTS

30. Members may invite non-members to ordinary general meetings. Non-members have no voting rights.

PUBLICATION

31. The proceedings of the meetings of the Society will not be reported either in part or in whole without the written permission of the Executive Committee.
32. The Society may produce publications at the discretion of the Executive Committee.

GENERAL

33. All Executive Committee members will be supplied with a copy of this constitution upon election.
34. No alteration will be made to these rules except by a two-thirds majority of those members voting at an Annual General Meeting of the Society, and then only if notice of intention to alter the constitution concerned will have appeared in the notice convening the meeting. A quorum will constitute twenty percent of members.
35. Any matter not provided for in this constitution will be dealt with at the discretion of the Executive Committee.

First drafted August 2005

Revised August 2023